

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM #6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**2020 PERSONNEL COMMITTEE
AGENDA**

**Wednesday, March 25, 2020
4:00 PM**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. LACTATION POLICY**
- 5. JOB DESCRIPTION UPDATES**
 - a. Development Analyst**
 - b. Recreation Specialist – Aquatic Center**
 - c. Recreation Supervisor**
- 6. ORAL COMMUNICATIONS**
- 7. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

This page has been intentionally left blank.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: March 25, 2020

SUBJECT: LACTATION POLICY

SUMMARY

In the past California law required employer to provide lactating employees with reasonable accommodations. On October 10, 2019 Governor Gavin Newsom signed in law, Senate Bill 142 to expand lactation accommodations for employees. The implementation of this policy would follow current state regulations.

BACKGROUND

On October 10, 2019 Governor Gavin Newsom signed into law, Senate Bill 142 which amended the California Labor Code sections 1030, et seq. to expand lactation accommodation for employees and provide significant new penalties to employers for non-compliance. This law became effective on January 1, 2020.

In the past California law required employers to provide lactating employees with a reasonable amount of break time to express breast milk for an infant child, unless doing so would seriously disrupt business operations. Employers also had to make reasonable efforts to provide employees with the use of a room, or other location, other than a bathroom, in close proximity to the employee's work area, for the employee to express milk in private.

There had been a civil penalty of \$100 per violation for employers who violated those lactation provisions per the Labor Commissioner. This law had been previously passed in September 2018 with the implementation date of January 2019, this new approach will mark the second time in two years in which this provision will have been revamped.

ANALYSIS

SB 142 clarifies that employers must provide a reasonable amount of break time to accommodate an employee that wants to express milk "each time the employee has need to express milk." If possible, the employee should take breaks at times that she is already provided, and any additional break time will be unpaid.

SB 142 also requires employers to provide lactating employees with a lactation room – reasonable efforts to provide lactation space are no longer sufficient. Further, SB 142 outlines specific guidelines for what an adequate lactation space should look like. It requires that private lactation spaces:

- Are safe, clean, and free of hazardous materials;

- Contain a surface to place a breast pump and personal items;
- Contain a place to sit; and
- Have access to electricity or alternative devices needed to operate an electric or battery powered breast pump.

Employers are also required to provide access to a sink with running water and refrigerator suitable for storing milk in close proximity to the employee's work space. Where a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over the other uses.

In addition to requiring employers to provide expanded lactation accommodations, SB 142 harshly penalizes employers for failing to do so. A denial of reasonable break time or adequate space to express milk in accordance with SB 142 is deemed a failure to comply for purposes of California Labor Code section 226.7. Moreover, an aggrieved employee may file a complaint with the Labor Commissioner pursuant to California Labor Code section 98.

Employers are prohibited from discriminating or retaliating against an employee for requesting lactation accommodations. Also, employees may report an employer's failure to provide an adequate lactation accommodation to the Labor Commissioner's field enforcement unit and, if the Labor Commissioner determines that a lactation accommodation was not provided, the Labor Commissioner may issue a citation and impose a \$100 civil penalty for each day that an employee is denied reasonable break time or adequate space to express milk.

Finally, SB 142 requires that employers develop and implement a policy regarding lactation accommodation that includes the following:

1. A statement about an employee's right to request lactation accommodation;
 2. The process by which the employee makes the request for a lactation accommodation;
 3. An employer's obligation to respond to the request for lactation accommodation; and
 4. A statement about an employee's right to file a complaint with the Labor Commissioner for the employer's failure to provide an adequate lactation accommodation.
- Employers will also be required to include their policy regarding lactation accommodations in an employee handbook or set of policies that the employer makes available to employees. Moreover, employers shall distribute the lactation accommodation policy to new employees upon hiring and when an employee makes an inquiry about or requests parental leave.
 - Further, if an employer cannot provide break time or a lactation space, the employer shall provide a written response to the employee.

Compliance with SB 142 will require employers to reassess the physical layouts of their workspaces—both the physical requirements for lactation rooms and the requirement that lactation rooms be close in proximity to a lactating employee's workspace. Relocating employees to different work areas so that they are closer to lactation rooms should be carefully examined as, if the relocation is deemed undesirable, employers could be inviting a retaliation claim. SB 142 not only requires employers to create and implement a lactation accommodation policy, but it gives very specific policy content and distribution requirements.

FISCAL IMPACT

There is currently no fiscal impact.

RECOMMENDATION

It is recommended the Personnel Committee review and recommend changes to the Lactation Policy. If no changes are made, it is recommended the Committee finalize the policy and approve its introduction to the full Board for consideration.

ATTACHMENTS

- 1) Lactation Policy

This page has been intentionally left blank.

**PLEASANT VALLEY RECREATION & PARK DISTRICT
LACTATION ACCOMMODATION POLICY**

Introduction

The Pleasant Valley Recreation & Park District (“District”) recognizes the need to promote a work environment that is supportive of employees who wish to express milk or breastfeed their children at work.

Statement of Policy

The District encourages employees and management to have a positive, accepting attitude of working women and breastfeeding. The District’s Lactation Accommodation Policy shall be disseminated to every incoming employee, as well as to employees requesting parental leave. In accordance with Federal and California State laws, it is the policy of the District to accommodate nursing employees’ lactation needs by providing:

1. Reasonable break time to express milk or breastfeed (lactation time)

If an employee chooses to work while expressing milk or breastfeeding, the employee may do so while continuing to work on paid time. If the employee chooses not to work, or is unable to work, the lactation time should be the same as the employee’s regular break time.

The District must make separate time available if an employee needs extra or different time than their regularly scheduled breaks. For time that may be needed beyond the usual break times, an employee may use personal leave if available, otherwise any time beyond the employee’s regular break time will be unpaid. Non-exempt employees do not have scheduled or limited breaks, and thus time expressing milk or breastfeeding does not require use of personal leave. At management discretion, beginning or ending work times may be adjusted to accommodate these breaks.

2. An appropriate private location

Appropriate private space shall be provided with reasonable efforts made for the location to be in close proximity to the nursing employees’ work area. The space should be safe, clean, and free from hazardous materials, contain a surface other than the floor to place a breast pump and personal items, be equipped with an electrical outlet, and have comfortable seating.

The location may be the place where the nursing mother normally works if there is adequate privacy (e.g., the employee’s private office, a supervisor’s private office, or a conference room that can be secured).

Areas such as restrooms, closets or storage rooms are not appropriate spaces for lactation purposes. Storage rooms that do not contain noxious materials may be converted to be acceptable private spaces. If a multipurpose room is used for lactation among other uses, the use of the room for lactation shall take precedence.

A sink with running water and a refrigerator suitable for storing milk (or another cooling device) shall be made available in close proximity to the employee's workplace.

For non-traditional worksites and any required travel, the employee and the supervisor and/or the District's Human Resources should enter into a good faith interactive process to identify reasonable accommodations.

3. Notice/Information

The District's Human Resources shall provide a copy of this policy to employees prior to their maternity leave and after returning to work. Human Resource staff should document furnishing the policy to employees on both occasions.

Human Resources shall continue to be the lead division for equal employment opportunity policy, complaint resolution, and reasonable accommodation. As such, Human Resources shall be the lead division for lactation accommodation and shall monitor and provide guidance to other divisions for compliance with this directive and other non-discrimination laws, policies and procedures, and recommended training.

Lactation Accommodation Request Procedure

An employee has the right to request lactation accommodation. An employee who has need for lactation accommodation should inform her supervisor and/or Human Resources and discuss any relevant workload or scheduling issues.

Supervisors and/or Human Resources who receive a lactation accommodation request shall do the following:

1. Review available space in the division and prepare to provide appropriate nearby space and break time.
2. Contact Human Resources for advice and assistance if you are unable to locate appropriate space to meet an employee's request.
3. Respond to the employee's request in writing detailing accommodations that will be made.

Zero Tolerance

Lactation should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a lactating employee; such conduct unreasonably interferes with an employee's work performance and creates an intimidating, hostile or offensive working environment. Any incident of harassment of a lactating employee will be addressed in accordance with the District's policies and procedures for discrimination and harassment.

Filing a Complaint

Nursing mothers who feel they have been denied appropriate accommodation are encouraged to contact Human Resources. Human Resources may be contacted for information to file a complaint. Investigations will be conducted in accordance with the District's procedures.

Complaints may also be filed with the State compliance agency (Department of Fair Employment and Housing (DFEH) and/or State Labor Commission), and/or the Federal compliance agency (Equal Employment Opportunity Commission (EEOC)).

This page has been intentionally left blank.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: March 25, 2020

SUBJECT: REVIEW UPDATED JOB DESCRIPTIONS

RECOMMENDATION

Review and consider updated job descriptions.

BACKGROUND

The Pleasant Valley Recreation and Park District performs a yearly review of the Job Descriptions. This process is needed to ensure that our job descriptions and our salary listing correctly reflect the advancements in our District.

ANALYSIS

Upon review the following changes are being made to the Recreation Supervisor position; defined that this position may work with the Pleasant Valley Recreation & Park Foundation.

Development Analyst – after much consideration of the needs of the District we have created the position of Development Analyst to enable us to recruit personnel with a specialty in working with our non-profit Foundation. This position will focus on raising funds, organizing events, marketing, and management of District grants. The Development Analyst will have the same salary range as the Administrative Analyst which is currently \$2,337.87 - \$2,969.78 bi-weekly.

Aquatic Specialist – the District currently has the position of Recreation Specialist which allows for the daily coordination of activities and programming within the Recreation department. The addition of the Aquatic Specialist allows for the same with some specialized aquatic facility requirements. The Aquatic Specialist will have the same salary range as the Recreation Specialist which is currently \$1,469.04 - \$2,068.91 bi-weekly.

FISCAL IMPACT

There is currently no fiscal impact, the position of Development Analyst will replace one of our current Administrative Analyst allocations and there are no plans within the upcoming Fiscal Year to recruit for the Aquatic Specialist position.

RECOMMENDATION

Review and consider updated job descriptions.

ATTACHMENTS

- 1) Recreation Supervisor
- 2) Development Analyst
- 3) Aquatic Specialist

This page has been intentionally left blank.



Pleasant Valley Recreation and Park District Job Description

Job Title: Aquatic Specialist
Department: Recreation
Reports To: Recreation Supervisor
FLSA Status: Non-Exempt

Location: Aquatic Center
Prepared Date: March 2020
Approved by:
Approved Date:

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation/Aquatic Division personnel at the Pleasant Valley Aquatic Center in order to provide opportunities and encourage and promote a healthy lifestyle for community residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Perform other duties as assigned.

- Ability to, as assigned, coordinate and work with part-time staff, volunteers, the public and diverse populations.
- Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.
- Provide feedback to recreation management; makes presentation to supervisors, boards, civic groups and the general public.
- Communicate official plans, policies and procedures to part-time staff and the general public.
- Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Accurately check biweekly timecards for assigned staff and submit to supervisor.
- Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 recreation staff members in coordination with direct supervisor.
- Prepare and review weekly employee schedules using online scheduling system.
- Assist direct supervisor with the management and overall operation of assigned program and/or center, staff, and daily activities.
- Assists in the development and promotion of recreation program including music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and games.
- Adapt recreation programs to meet needs of the public.
- Introduce new program activities, equipment, and materials to customers.
- Interpret recreation service to public and participates in community meetings and organizational planning.
- Work in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.
- As assigned, issue written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepare a variety of studies, reports and related information for decision-making purposes
- Prepares attendance, accident and routine accounting reports.
- Supervise classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinate part-time staff in the development and implementation of programs.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at



Pleasant Valley Recreation and Park District Job Description

events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.

- Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.
- Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.
- Oversee the custodial maintenance of assigned park or facility.
- May serve as a member of various employee committees, as assigned.
- Assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.
- Serve as an information resource to other divisions, departments outside agencies, and the general public.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Assist with surveying and educating the community on recreation programs.
- Successfully and accurately learn and use District online registration system.
- Assist other staff in a variety of special events or special projects.
- May require some Holiday, evening, and/or weekend work assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.
- Knowledge of: principles and practices of planning, developing and directing creative and innovative aquatics programs; principles and practices of water safety, swim instruction, lifeguarding, first aid and CPR instruction; regulations, techniques and procedures pertaining to the operation and maintenance of public swimming pools and aquatic facilities.

EDUCATION and/or EXPERIENCE: Recommended Associates Degree in Recreation Management, Business, Communications, Public Administration, Sociology or a related field with minimum of two years of progressive experience, management responsibility, working with the public or equivalent combination of education and experience. A Bachelor's Degree is preferred. Previous experience working within the field of recreation or program development is desirable, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Required certificates include: Current American Red Cross (ARC) certifications in Lifeguarding, CPR, First Aid & Oxygen Administration; Title 22; ARC Lifeguard Instructor; CPR for the Professional Rescuer, Water Safety Instructor (WSI), and preferred certifications include: Water Safety Instructor Trainer (WSIT), and Emergency Response Trainer. Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.



Pleasant Valley Recreation and Park District Job Description

PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency

lifesaving situations. **Hazards:** Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered. This position may require overtime and adjusted schedules for special events; and subject to emergency situations.

This page has been intentionally left blank.



Pleasant Valley Recreation and Park District Job Description

Job Title: Development Analyst
Department: Administration
Reports To: General Manager
FLSA Status: Exempt (PTYR Non-Exempt)

Category: Management
Prepared Date: March 2020
Approved by:
Approved Date:

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties in the areas of fund development and communications. Primary responsibilities re to provide leadership oversight and strategy in three areas: Major Gifts and Advancement, Corporate Relations, and Research and Grant Management. Implements marketing, sales, and revenue development strategies to meet the current and future financial needs of the Pleasant Valley Recreation and Park District. Applies strong leadership vision, creativity and focus to the task of identifying additional sustainable revenue streams. Evaluates and enhances existing resource development and fundraising activities, recommends enhancements to current systems, processes and structure, and collaborates with department leaders to maximize major gifts, corporate relations, and grant revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Develop & manage District marketing strategies and promotional campaigns that build sustainable revenue for the District. This position must collaborate closely with the Foundation for Pleasant Valley Recreation and Parks to coordinate a District-wide understanding of mutual marketing and advertising goals and expectations.
- Align sales and marketing strategy with District-wide planning and business planning efforts.
- Lead and plan the work of sales and marketing staff to effectively plan, organize and implement revenue strategies that include market segment profiles, perceptions of District value propositions, and long and short term programs and campaigns designed to improve and/or maintain market perceptions. Stimulate public interest and patronage of District facilities, programs and events.
- Provide oversight and guidance to effectively manage the Districts collaborations and relationships with supporting non-profits, and guide strategy for increasing the return on investment from gifting programs, fulfillment, grants, planned giving and individual giving activities.
- Establish an effective community-based marketing corporate relations program that includes the cultivation of positive relationships with business and industry that heighten interest in their financial support of the District and Foundation.
- Build collaborative relationships and maintain communication to develop an understanding of the operational needs and expectations of key departments, the District's role in the community at large, and the goals of the individual program areas.
- Develop and lead the fund development, marketing strategies to meet the goals and objectives of both the Pleasant Valley Recreation and Park District as well as the Foundation.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow the donor program including identification, cultivation and solicitation of donors.
- Maintain gift and/or donor-based database, tracking system and recognition program.
- Make public appearances/accept speaking engagements to share information about Foundation for Pleasant Valley Recreation and Parks.
- Support website maintenance and management, update regularly with relevant promotions and events
- Manage social media systems and postings for the Foundation
- Oversee grants including research, proposal writing, and reporting requirements.



Pleasant Valley Recreation and Park District Job Description

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and donors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Advertising, Communications, Fund Development or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multi-task. Positions may require occasional weeknights and weekends or schedule adjustments due to special events and/or meetings.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Supervisor	Category:	Management
Department:	Recreation	Prepared Date:	March 2020
Reports To:	Recreation Manager	Approved by:	
FLSA Status:	Exempt	Approved Date:	

SUMMARY: Plans, oversees and supervises comprehensive recreational programs of cultural, arts, youth or adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Responsible for planning, directing, organizing and controlling the operational budget.
- Establish and maintain an open and effective system of communication throughout the organization.
- Advocate and work closely with citizens and other service providers in a cooperative community response to program needs including but not limited to non-profit organizations, Pleasant Valley Recreation & Park Foundation, civic groups, and other governmental agencies.
- Directly supervise assigned employees and program volunteers; interview, hire and train new employees; address employee complaints and resolve personnel issues; plan, assign and schedule assigned employees.
- Adapt recreation programs to meet the needs of the District's clientele of all ages and abilities.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.
- Prepare calendar of events, including newsletters, public relations announcements, and other similar communications.
- Ability to communicate effectively with the general public, organization, employees, user groups, and community leaders in oral and written form.
- Plan, implement, schedule and evaluate special events and activities related to program to which assigned.
- Participate in training of recreation staff and volunteers as needed.
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.
- Coordinate and solicit co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events. Follow up with potential supporters as appropriate.
- Develop and implement training programs to improve/develop employee skills.
- May require some Holiday, evening, and/or weekend work assignments.

OTHER SKILLS AND ABILITIES: Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to "multitask" to handle competing priorities and demands. Must be able to keep accurate records and prepare reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pleasant Valley Recreation and Park District Job Description

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years of progressive experience in recreation, including two (2) years of supervisory experience, or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.